

## THE CONDUCT OF HIAWASSEE COUNCIL AND COMMITTEE MEETINGS

Council Meetings are held on the first Tuesday of each month. These are formal meetings with official action. Committee Sessions are held the day immediately preceding the Council Meeting. These are more informal meetings designed to discuss the specifics of City business.

Both Council and Committee Meetings are conducted as Open Public Meetings with the Public Invited. Anyone wishing to speak to the Council will have up until the preceding Friday at 12:00 noon to request to be placed on the Council Agenda.

Individuals wishing to be heard at a Council meeting shall submit a request in writing with a signature affixed. The request should state the following: the speaker's name and/or group represented; and the speaker's home address and phone number and the nature of the concern.

The first fifteen minutes of each meeting shall be set aside for comments and concerns from the general public. The fifteen minutes will be divided among those individuals who wish to make a presentation to the Council. When the Presentation time is up, he/she will not be allowed to speak again. Upon request, the Council may extend the time for any presentation.

Items of business may not be suggested from the floor for discussion and/or action. The Council reserves the right to limit time on the Agenda for comments by third parties in order to insure that the Council agenda can be completed without undue delay and to accommodate all agenda items and presenters.

The Mayor shall conduct all Council meetings at which the Mayor is present. If not present, Council meetings shall be conducted by the Mayor Pro Tem. The Mayor may convene or call to order all committee meetings at which the Mayor is present and thereafter the meeting shall be conducted by the appropriate Committee Chairman.

Council and Committee Agendas will be posted by the Mayor and Manager approximately two days prior to the meeting. Items may be added by Council Members by unanimous approval until adoption of the Final Agenda by the Council prior to its meeting. A Summary of the Minutes of the Council Minutes will be available within two (2) days of the Council Meeting. Official Council Minutes will be posted after final adoption by the Council.

Council Meetings and Work Sessions are open to the public. Citizens are encouraged to attend Council Meetings. Each year's meeting calendar is approved in December and posted to the City Web Site. The Meetings Calendar is available upon request. Changes to the calendar will be announced via public notice.

City Police shall attend all Council Meeting to ensure an orderly and respectful meeting. Anyone disrupting the business of the Council may be asked to adhere to these Rules of Conduct. Any Police Officer in attendance may act within their authority to ensure proper conduct.